

## **JOB DESCRIPTION**

### **A3 HR CONSULTING**

TITLE: HR Consultant  
REPORTS TO: Founder  
FLSA STATUS: Exempt  
HOURS: Full-time, 40 hours per week

#### **SUMMARY:**

This is a great opportunity for someone who has a significant amount of experience working as an in-house HR Generalist. You will be doing a variety of work in the different HR disciplines, working with small and medium sized companies, as well as start-ups. You will have the opportunity to work with company founders that understand the importance of the people that make up their business. The work you do will directly impact their business and the lives of those who are part of it, and will be focused on recruiting and retention, policy, benefits, compensation, professional development, onboarding and organizational development.

You will work closely with the Founder on subject knowledge as well as sales, using your contacts to make connections and potential clients. The HR Consultant will work closely with the Founder to find and support clients, provide high-level HR assistance on advisory matters related to recruiting and retention, policy, benefits, compensation, professional development and onboarding. This is a great opportunity for someone who has spent some years as an in-house HR person but is looking for more independence and flexibility.

#### **RESPONSIBILITIES:**

##### ***Sales***

- Reach sales targets related to gaining new small and mid-sized business clients; work within A3's and individual's networks;
- Create blog posts with information about various HR subjects;
- Follow up with past clients to assess their satisfaction with services provided;

##### ***Subject Work***

- Help client organizations create and define a culture that aids in the recruitment and retention of best talent by:
  - Creating assessment tools
  - Holding focus groups
  - Researching other companies
  - Training managers

- Roll-out communication
- Compensation Systems -
  - Work with hiring managers to create job descriptions that accurately fit the work being done by all contributors.
  - Assess level of qualification and training needed for each position
  - Research on market salary data
  - Creation of grades with minimum, mids and maximum
  - Roll-out communication
- Benefits packages
  - Work as a liaison between clients and vendors to establish cost-effective and competitive benefits packages;
  - Roll-out communication
  - Assist with annual renewals and putting plans out to bid
- Onboarding
  - Professional Development
  - Organizational Development
  - Executive Search
  - Employee Relations

## QUALIFICATIONS

- Ten years of HR experience, 5 at a management/decision-making level.
- Prior experience recruiting at all levels
- Familiarity with Applicant Tracking Systems preferred, at least a demonstrated knowledge of how to organize job reqs
- Employee relations experience with strong working knowledge of state and federal employment laws
- A background in creating professional development and onboarding programs preferred
- A strong understanding of the benefits and compensation landscape, preferably with prior experience overseeing open enrollment

## PHYSICAL DEMANDS/WORK ENVIRONMENT

**The physical demands described here are representative of those for this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the functions.**

Work is performed in an office environment and in close proximity to other workers.

While performing the duties of this position, the employee is required to:

- Talk, hear and see in the normal range with or without correction;
- Use hands or fingers, handle, or feel objects, tools or controls;

- Move, Traverse; sit (usually for longer periods of time); reach with hands and arms; occasionally Ascend/Descend; and position self (to), move;
- Occasionally lift and/or move up to 25 pounds;
- The noise level in the work environment is usually moderate;
- Job is not subject to significant occupational or environmental hazards;
- Likelihood of personal injury would be relatively slight;
- Environmental and work hazards are not present to a measurable degree.

A3 HR Consulting is an Equal Employment Opportunity Employer committed to building a culturally diverse staff. We strongly encourage applications from diverse candidates. We will not discriminate in our employment practices due to an applicant's race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status or any other factor prohibited by law.

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